27 MAR 1980

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MEMORANDUM FOR: Deputy Director for Administration,

FROM:

Director of Security

SUBJECT:

Office of Security Significant Activities

Week of 20 March 1980 (U)

REFERENCE:

DDA Administrative Instruction No. 74-5

1. This memorandum is for information only. (U)

2. The activities of the Office of Security during the week of 20 - 26 March 1980 were highlighted by the following items:

AND METHODS INVOLVED

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	b. On 21 March, the Associate Deputy Director for Administration visited the for a briefing on its operations and an inspection of its facilities. (U)
	c. During the reporting period, the Agency's Annual Occupational Safety and Health Report was forwarded for the DCI's signature. The report covered activities concerned with safety and health for calendar year 1979 and plans for calendar year 1980. Another activity of the Safety Group involved providing 320 copies of the National Safety Council's magazine Family Safety to six Area Divisions of the DO for overseas distribution. This action supplements distribution of 2,180 copies of the publication to employees in the Headquarters area and at (U)
	d. On 21 March, a representative of the Overseas Security Support Branch completed a TDY to to assist the Station in evaluation of emergency preparedness. As previously reported, this activity was undertaken at the request of the Chief of Station and was in response to a possible situation that would require an adequate state of preparedness. (S)
nte	3. Projected Office of Security activity of possible rest at the Directorate level includes:

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